



INVITATION TO BID

MADISON CITY HALL RENOVATION PROJECT: PHASE 1

The City of Madison, IN is requesting BIDS from qualified firms for the renovation of a section of City Hall located at 101 W Main Street, Madison, Indiana 47250. Bids will be received until 3:00 PM local time, November 1, 2021, at City Hall, 101 W Main St., Madison, Indiana 47250. Sealed proposals shall state on the outside of the envelope the company's name and address and be labeled "Madison City Hall Renovation Project", addressed to the attention of the following:

City of Madison, Indiana

Attn: Nicole M Schell, Director of Planning

Madison City Hall

101 W Main St.

Madison, IN 47250

Bids may also be hand delivered to the Madison City Hall.

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MADISON CITY HALL RENOVATION PROJECT: PHASE 1
OCTOBER 7, 2021

I. PROJECT DESCRIPTION:

The City of Madison, Indiana (hereafter also referred to as "The City") requesting BIDS from qualified firms for the renovation of a section of City Hall located at 101 W Main Street, Madison, Indiana 47250. Under the direction of the city's Director of Planning, the consultant/s will provide the range of expertise to carry out the renovation project. The elements of the project include the following:

- a. Plaster Ceiling Repair
- b. Plaster Wall Repair (Including Brick Infill)
- c. Window Rehabilitation (North & South Walls)
- d. Salvage Door Installation (Two Doors/Jambs)
- e. Casing Rehabilitation
- f. Baseboard Rehabilitation
- g. Staircase Rehabilitation
- h. Flooring Refinish (Repair as Needed)
- i. Ceiling and Wall Painting

All services provided by the consultant/s shall be performed by individuals who meet the qualifications, educations, and certification/licensing for the position/s. The successful consultant/s shall also have the resources to provide cost effective and timely services, including providing outstanding customer service to the City and its related clients.

Bidding documents may be obtained at no cost in pdf format only at <https://www.madison-in.gov/departments/division.php?structureid=84>. It is the sole responsibility of each Bidder to learn of Addendum, if any. Such information may be obtained from the city's website. The City of Madison accepts no responsibility or liability and will provide no accommodation to Bidders who fail to check for addendums and submit inadequate or incorrect responses. All bidders are required to use the forms furnished by the City and to bid each item in the manner shown on the bid form.

II. PROJECT AREA

The project area to be included within the renovation project is one of four possible existing areas to be used for the future expansion of City Hall on the second and third floor of the existing space. The project area includes the second floor space which includes the Bay window and staircase leading to the third floor.

III. SCOPE OF SERVICES:

The City is seeking contractor services to assist with renovating a portion of Madison's City Hall.

- a. Plaster Ceiling Repair
 - i. The existing plaster ceiling has extensive cracking and so will need to be secured with proper fasteners through the lath and into the ceiling joists.
 - ii. The original hatchway in the Southwest corner of the ceiling must remain in place.
- b. Plaster Wall Repair (Including Brick Infill)
 - i. The plaster walls should receive the same treatment as the ceiling.
 - ii. The one large hole in the West wall will be repaired with a brick infill and plaster finish.
- c. Ceiling and Wall Painting
 - i. The plaster ceiling and walls will receive a primer and two finish coats of paint.
- d. Window Rehabilitation (North & South Walls)
 - i. The Bay window and side windows on the North wall need to be cleaned and sealed in their current state.
 - ii. The three double-hung windows on the South wall will need a bit more attention. These windows have suffered more wear due to their Southern exposure.
- e. Salvage Door Installation (Two Doors/Jambs)
 - i. This space currently has two doorways to neighboring spaces with no actual doors. The goal here will be to find (salvage) two authentic doors to install in these openings.
 - ii. The jambs and casing will need to be reproduced to match the existing space.
- f. Casing and Baseboard Rehabilitation
 - i. The baseboards and casings throughout the space are also in reasonable shape. Some reproduction will be required where the original base or casing is missing.
- g. Staircase Rehabilitation
 - i. The original staircase from the second to the third floor will remain in place and functional.
- h. Flooring Refinish (Repair as Needed)
 - i. The existing wood flooring will be sanded and refinished. Repairing as needed with like (salvage) material. The original hatchway doors built in to the floor must remain. The floor refinish will not be a total restoration, but rather will highlight the patina created over time by original use.

IV. INSTRUCTIONS TO BIDDERS:

- a. Sealed bids must be received prior to opening date and time. Late bids will not be accepted.
- b. Bids shall be marked "Madison City Hall Renovation Project" with the company's name on the outside of the sealed envelope.
- c. The City of Madison reserves the right to reject any or all Bids, to waive any technical or legal deficiencies and to accept any bid that it may deem to be in the best interest of the city. The City of Madison requires submitted bids remain in force for a thirty (30) day period after opening or until award is made, whichever comes first.
- d. Any attempt to negotiate or give information on the contents of this bid with the City of Madison or its representatives prior to award may be grounds for disqualification.
- e. The awarded bidder shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work and for meeting Federal (OSHA) and State safety requirements.

V. EXAMINATION OF PROJECT AREA

- a. Appointment should be made prior to bid submission for a walk-thru of the project area. Contact Nicole M Schell at 812-274-0283 or by email at nschell@madison-in.gov between Monday-Friday 9 am – 3 pm EST.

VI. CONTRACT TIMES

- a. The project must be completed by September 10, 2022.

VII. SUBCONTRACTORS

- a. If a bidder requires the employment of any subcontractor, they must include that contractor on the list included in the bid documents. All subcontractors must be registered as a contractor with the City of Madison. An apparent Successful Bidder may substitute subcontractors, without an increase in the bid, but must notify the City of Madison.

VIII. PREPARATION OF BID:

- a. The Bid Form is included with the Bidding Documents. All blanks of the Bid Form shall be completed in ink and the Bid Form signed in ink. Erasures or alterations shall be initialed in ink by the person signing the Bid Form. A Bid price shall be indicated for each Bid item listed therein.

- b. All blanks on the Bid Form shall be completed in ink and the Bid Form signed in ink. Erasures or alterations shall be initialed in ink by the person signing the Bid Form. A Bid price shall be indicated for each Bid item listed therein.
- c. A Bid by a corporation shall be executed in the corporate name by the president or a vice-president or other corporate officer accompanied by evidence of authority to sign. The corporate seal shall be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown.
- d. A Bid by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature), accompanied by evidence of authority to sign. The official address of the partnership shall be shown.
- e. A Bid by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm shall be shown.
- f. A Bid by an individual shall show the Bidder's name and official address.
- g. A Bid by a joint venture shall be executed by each joint venturer in the manner indicated on the Bid Form. The official address of the joint venture shall be shown.
- h. All names shall be printed in ink below the signatures.
- i. The Bid shall contain an acknowledgment of receipt of all Addenda, the numbers of which shall be filled in on the Bid Form.
- j. Postal and e-mail addresses and telephone number for communications regarding the Bid shall be shown.
- k. Bidder's city of Madison contractor license number shall also be shown on the Bid Form.

IX. BASIS OF BID; COMPARISON OF BIDS

- a. Unit Price
 - i. Bidders shall submit a Bid on a unit price basis for each labor classification of Work listed in the Bid schedule.
 - ii. The total of all estimated prices will be the sum of the hourly rates of the estimated number of hours for each trade.

- iii. Discrepancies between the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
- iv. This project has been funded in part by a grant from the Cynthia Woods Mitchell Fund for Historic Interiors of the National Trust for Historic Preservation. Due to the grant agreement of this project, it has a maximum budget of \$46,500.00.

X. SUBMISSION REQUIREMENTS:

- a. The following minimum information should be provided in each proposal and will be utilized in evaluating each proposal submitted. To expedite the evaluation of proposals, submittals shall include:
 - i. Completed Bid Form
 - 1. Bidder's Acknowledgement of Receipt
 - 2. Identity of Bidders Representative
 - 3. Signed Bidders Signature Page
 - 4. Evidence of Authority to Sign Bid
 - 5. List of Subcontractors
 - ii. Schedule of Unit Prices
 - iii. State of Indiana Contractor's Bid for Public Work – Form 96
 - iv. Non-Collusion Affidavit

XI. OPENING OF BIDS

- a. Bids will be opened at the time and place indicated in the Advertisement or Invitation to Bid and, unless obviously non-responsive, read aloud publicly. An abstract of the amounts of the base Bids and major alternates, if any, will be made available to Bidders after the opening of Bids.

XII. BIDS TO REMAIN SUBJECT TO ACCEPTANCE

- a. All Bids will remain subject to acceptance for the period of time stated in the Bid Form.

XIII. EVALUATION OF BIDS:

- a. The City of Madison reserves the right to reject any or all Bids, to waive any technical or legal deficiencies and to accept any bid that it may deem to be in the best interest of the city. The City of Madison requires submitted bids remain in force for a thirty (30) day period after opening or until award is made, whichever comes first.

- b. In evaluating Bids, the City of Madison will consider whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid Form or prior to the Notice of Award.
- c. If the Contract is to be awarded, the City of Madison will award the Contract to the Bidder whose Bid is in the best interests of the Project.

XIV. MATERIALS:

- a. All materials should be delivered or invoiced to the selected contractor or subcontractor.

XV. PERMITS & LICENSES

- a. The selected contractor shall acquire all permits which have not already been secured by the City of Madison. The selected contractor and all subcontractors are required to be registered as contractors with the City of Madison. The cost of the registration is \$50.00 and is considered incidental to the cost of the project.

XVI. FUNDING

- a. This project has been funded in part by a grant from the Cynthia Woods Mitchell Fund for Historic Interiors of the National Trust for Historic Preservation. Due to the grant agreement of this project, it has a maximum budget of \$46,500.00.

XVII. BID DEADLINE:

- a. Please submit one (1) complete hard copy and one (1) electronic copy of the Bid no later than 3:00 PM local time, November 1, 2021. The submittals are to be marked on the outside "Madison City Hall Renovation Project" and addressed to the following:

City of Madison, Indiana

Attn: Nicole M Schell, Director of Planning

Madison City Hall

101 W Main St.

Madison, IN 47250

Proposals received after the stated deadline will not be accepted.

This Invitation to Bid does not commit The City to pay any costs incurred by the individuals or firms in the preparation and submission of the Bid. The City of Madison, IN reserves the right to reject any or all Proposals at any time without penalty.